



City of Aberdeen, Parks & Recreation Dept.

200 E. Market Street, Aberdeen, WA 98520

Special Event Application for Public Right of Ways

Event Location: _____ Today's Date: _____

Event Name: _____

Event Days & Dates: _____

Event Times: (Set up) _____ (Actual Event) _____ (Clean up) _____

Name of Group/Org: _____

Contact Name: _____

Day Phone: _____

Cell Phone: _____

Email: _____

Mailing Address: _____

Alternate Contact: _____

Alt. Phone: _____

Email: _____

*Please add additional information on a separate sheet of paper, including events on multiple days.

Insurance Info: _____

Event Description: _____

Expected Attendance (Approximate) _____ Will you be putting in a request to serve liquor? Yes or No

Will you be charging the public admission fees, parking fees, etc.? Please explain:

Will you be requesting traffic control? Please specify

What kind of signs will be used? (may require a permissive use permit)

Will you be using (circle yes or no and explain provisions):

Dumpsters	Yes	No	_____
Food Vendors	Yes	No	_____
Craft Vendors	Yes	No	_____
Live Band or Music	Yes	No	_____
Athletic Events	Yes	No	_____
Amplification	Yes	No	_____
Entertainment	Yes	No	_____
Portable Stage	Yes	No	_____
Tents	Yes	No	_____
Portable Lighting	Yes	No	_____
Games/Activities	Yes	No	_____
Restrooms	Yes	No	_____

Please include diagrams of the proposed site and the proposed site set up.

Please include any (sample) flyers, posters or registration forms that would be used.

Fees and Charges:

Any person, firm or organization who sponsors a Festival Event with the city must also:

- *Pay all city property usage fees in accordance with applicable code or fee schedules adopted by city council resolution.
- *Obtain all applicable permits and licenses required by Aberdeen Municipal Code and pay associated fees in accordance with the code.
- *Apply for city utility services in advance of the event and pay associated usage charges and fees in accordance with city utility billing policies and practices. Pay the city's commercial customer fees for city utility services provided to the event.
- *Reimburse the city for actual costs of city personnel, services and supplies required as a direct result of the sponsor's failure to comply with permit conditions for the event within 45 days of the date of issuance of invoices for such by the city.
- *Pay taxes, as applicable to the event, in accordance with city and state regulations.

Submission of application does not guarantee request(s) will be approved. Applications should be submitted at least 90 days prior to the proposed date of the Festival Event to allow adequate time for event planning. The City shall respond to the Applicant within 30 days from the date the completed application is received. Return application form and all attachments to:

Aberdeen Parks Dept.
200 East Market St.
Aberdeen, WA 98520
or Fax to 360-537-3350, Attn: Aberdeen Parks Dept.

Parks & Recreation contact information:
Phone - 360-537-3230
Email - dfarmer@aberdeenwa.gov

Official Use Only						
Date received: _____			Date responded: _____			
Copies routed to:	Police	Fire	Street	PW Director	Planning	Parks Mayor
Recommended approval with the following conditions:						
Permit Detained/Denied for the following reasons:						
Notes:						